

What They Do

Manufacturing exists to create a product and then deliver it to a customer. Modern manufacturing facilities operate most efficiently and cost-effectively if production can be tailored to the needs of the customers. This is where the Production Planner Scheduler comes into the picture. This worker plans, schedules, and coordinates the manufacturing process to meet the demand for the products.

Production Planner Schedulers make up timetables for each step of the manufacturing process, making sure the proper raw materials are available, and also making sure the production facility is ready to meet demand in the proper amount and on time. They track all workflow through the facility. Schedulers work closely with production, quality control, customer service, and marketing and sales to make sure that production schedules can be met and that the finished products are meeting company standards and customer needs. They keep careful records of customer's orders, raw materials, and material production, and understand all phases in the supply chain. They work closely with other manufacturing staff, including customer service and product engineering. They work with mathematical concepts such as probability, statistics, geometry, and trigonometry, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Schedulers regularly use software programs such as word processing, spreadsheets, and relational databases.

*Production Planners/Schedulers in the biotech industry combine characteristics of Industrial Engineers and Production, Planning, and Expediting Clerks. Detailed descriptions of these occupations may be found in the Occupational Information Network (O*NET) at online.onetcenter.org.*

Important skills, knowledge, and abilities include:

- ▶ Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- ▶ Active Listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ▶ Production and Processing – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- ▶ Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Training/Requirements

- ▶ Bachelor's degree in biological or physical sciences almost always required.
- ▶ Two years manufacturing experience.

Production Planners/Schedulers

What's the California Job Outlook?

While the Bureau of Labor Statistics does not collect data on Production Planners/Schedulers, the occupations listed below are found in the biotechnology industry and have similar duties. The California outlook and wages figures are drawn from all industries and represent occupations comparable to Production Planners/Schedulers.

Standard Occupational Classification	Estimated Number of Workers 2002	Estimated Number of Workers 2012	Average Annual Openings	2005 Wage Range (per hour)
Industrial Engineers				
17-2112	18,600	20,800	670	\$30.00 to \$44.98
Production, Planning, and Expediting Clerks				
43-5061	37,700	43,300	1,470	\$14.40 to \$23.97

These figures do not include self-employment.

Average annual openings include new jobs plus openings due to separations.

Source: www.labormarketinfo.edd.ca.gov, Employment Projections by Occupation and OES Employment & Wages by Occupation, Labor Market Information Division, Employment Development Department.

Additional Sources of Information

Institute of Industrial Engineers
(800) 494-0460
www.iienet.org

Occupational Information Network (O*NET)
<http://online.onetcenter.org>